

GENERAL SERVICES ADMINISTRATION  
Washington 25, D. C.

September 10, 1953

GENERAL SERVICES ADMINISTRATION CIRCULAR NO. 73

TO : Heads of Federal Agencies

SUBJECT: Survey of Electrical Business Machines

1. Purpose. This Circular announces a survey of electrical business machines used throughout the Government service with a view to obtaining more economical use of such equipment. The survey is being conducted by the General Services Administration and the General Accounting Office, at the request of the House Committee on Appropriations. This matter is referred to on Page 2 of the Committee's report on the First Independent Offices Appropriation Bill, 1954, House Report No. 276, 83d Congress.

It is the desire of the Committee that a report on this survey be submitted at the beginning of the next regular session of Congress.

2. Scope and Coverage. Because of the scope of the undertaking, it has been agreed that the General Accounting Office will assume leadership for the survey with respect to punch card equipment, bookkeeping machines, and electronic computers. The General Services Administration will assume leadership with respect to the survey of electrical typewriters, computing, dictating, duplicating, addressing, and other electrical business machines listed on the attached Exhibit 2. This Circular is concerned only with those machines for which the General Services Administration will assume leadership, as indicated on Exhibits 1 and 2. Microfilm equipment is to be excluded from reports under this Circular, but will be reported separately as provided for by General Services Administration Circular No. 68, dated July 9, 1953.
3. Reports to be Submitted. Each department or agency will assemble and submit the following material in an original and two (2) copies to the Comptroller, General Services Administration as soon as possible, but not later than October 9, 1953. In those instances where a department or agency's activities are widely dispersed throughout the United States and other parts of the world, extensions beyond this date will be considered.
  - (a) Detailed information for attached Exhibits 1 and 2 will be provided together with a summary of Exhibit 2 for the entire department or agency.

As indicated in the Comptroller General's letter of August 12, 1953 all machines covered on Exhibits 1 and 2 which are an integral part of a punch card, bookkeeping or electronic computer machine installation, will be reported to the General Accounting Office. However, a separate report of auxiliary equipment, such as electrical typewriters, addressing, computing machines, etc., will also be made

to the General Services Administration. In all such situations, however, punch card and bookkeeping machines will be reported only to the General Accounting Office.

- (b) Each department or agency will submit a report of the number and cost of machines determined to be excess to its needs. This report will include all of the types of machines covered on Exhibits 1 and 2 for the period January 1 to June 30, 1953.
- (c) Each department or agency will submit a report of the number and cost of machines reassigned or transferred between activities within its department or agency. This report will include all of the types of machines covered on Exhibits 1 and 2 for the period January 1 to June 30, 1953.
- (d) Each department or agency will submit a summary report of its electrical typewriters which are not in use at the time this information is assembled. This report will be supported by a similar report for each bureau, office or service, where appropriate, and will list the number of electrical typewriters according to the type, make, and carriage length.

In addition to the above reports, each department or agency will submit background data in an "Explanatory Statement", instructions attached, presenting its own evaluation of the effectiveness of its utilization of electrical typewriters and other business machines.

- 4. Method of Survey. On-site surveys will be conducted by the General Services Administration to the extent deemed appropriate and within the limits of our available facilities. The pattern to be followed in scheduling such surveys will be discussed with the designated official of each agency. It will be our purpose to accomplish such surveys with a minimum of inconvenience to the agency and with appropriate cognizance of any data already available.
- 5. Forms. Agencies requiring less than 100 copies of tabular forms, Exhibits 1 and 2, may obtain them from General Services Administration without cost. Provisions have also been made for those agencies requiring more than 100 copies of these forms to obtain them at cost from the Printing and Distribution Branch of the Office Services and Supply Division of the General Services Administration. Contact Mr. Dwight E. Smith, Room 2082, Regional Office Building, 7th and D Streets, S. W., Washington 25, D. C., phone, Code 151, Extension 3105, for this purpose.
- 6. Action Required. In order that we may move forward on this survey as soon as possible, without waiting for the receipt of the data to be included in the reports due October 9, 1953, it is requested that you notify the Comptroller, General Services Administration, of the name of your designated official with whom we may confer. We will then have a

designated representative of this Administration get in touch with him to make necessary arrangements and to be available for discussion of any questions that may arise in connection with the attached request for information.

The task involved is a difficult one at best. Your cooperation and assistance are earnestly requested to the end that useful and accurate data may be furnished to the House Committee on Appropriations on a timely basis.

7. Inquiries. Information concerning this Circular or the reports covered thereby may be obtained by communicating with Mr. Gustave A. Moe or Mr. Frederic A. McCleary, Office of the Comptroller, General Services Administration, Washington, 25, D. C.; telephone Executive 3-4900 (Government Dial Code 156), extension 3084.



EDMUND F. MANSURE  
Administrator

Attachments

EXPLANATORY STATEMENT

A separate statement concerning the points outlined below will be submitted for each type of machine, items 1 through 11, Exhibit No. 2, for each bureau, office or service. These statements will be supported by all available work load data and statistics, performance tables, charts, and other data.

- A. Special Factors. Explain any special or unusual circumstances pertaining to the accountability and the utilization of each category of electrical business machines listed in Exhibit 2. Justify the utilization of the machines with reference to the functions they perform. In the case of electrical typewriters, space is provided in the "Remarks" block on Exhibit 1 for entry of special or unusual circumstances justifying the utilization and need for the machines.
- B. Management Controls. Outline briefly the management control devices in use, such as, pooling of electrical business machines to obtain greater utilization; controls over procurement of additional machines; establishment of use standards; extent of work measurement developments in the utilization of these machines together with all available work load data and statistics; policy relative to standby equipment, periodic surveys or inspections; and any other controls utilized.
- C. Agency Evaluation. Indicate your present method of obtaining the most effective utilization of electrical business machines listed on Exhibits 1 and 2. Indicate what progress is being made in the utilization of salary tables, mathematical tables, engineers handbooks, etc., to eliminate the need for business machines and such other similar situations as are pertinent to evaluating the economical use of electrical business machines.
- D. Discussion of Possibilities for Economy through Consolidation of Installations. The House Committee on Appropriations is interested in the possibilities of economies in the utilization of electrical business machines, such as, increasing the utilization of typewriting and transcribing machines in central stenographic pools; the consolidation of addressing and duplicating equipment under a single management; and other methods to achieve economies. Submit statements summarizing findings, recommendations and actions taken pursuant thereto, from surveys or studies which have been made during the past fiscal year covering the application and utilization of electrical business machines. Cover any other pertinent factors not previously discussed under the above headings.